

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

**January 2, 2007
Aldermen Pinard, Thibault,
Smith, DeVries, Long**

**Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Pinard calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Pinard advises that Ordinances are to be considered for consistency with the rules of the Board, and required laws, and requests the Clerk to make a presentation relative to the Ordinances:

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 and 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.079(H)(1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester substituting language in Section B Step Increases.”

4. Chairman Pinard advises that a presentation having been made, if all is in order, a motion is in order to advise that the Ordinances presented are properly enrolled.
5. If there is no further business, a motion is in order to adjourn.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinances:

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Unanimous vote.)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "L. H. Bennett".

Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request of the Public Works Director to reallocate the Equipment Service Technician II position from a salary grade 13 to a salary grade 14 be approved and for such purpose recommending that Ordinance:

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote.)

Respectfully submitted,

At a meeting of the Board of Mayor and Aldermen
held Dec 5, 2006 on a motion of Ald. O'Neil
fully seconded by Ald. Thibault the report
of the Committee was accepted and its recommendations


Clerk of Committee

(adopted) ~~(denied)~~


City Clerk

City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

“Amending Section 33.025 (Equipment Service Technician II) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Equipment Service Technician II, Class Code 5510 from Grade 13 to Grade 14 **non-exempt**

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Service Technician II
Class Code Number	5510

General Statement of Duties

Performs preventative maintenance on mechanical equipment and performs specialized repair assignments; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure equipment used in public works and related operations are in usable order and remains in service for the maximum amount of time. The work is performed under the supervision and direction of the Equipment Maintenance Superintendent II or other supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from class of Equipment Service Technician I by the performance of more complex repair duties, including welding responsibilities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in both a general indoor and outdoor work environment with potential personal hazards. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Performs welding duties as applied to heavy equipment, including the fabrication, repair and replacement of metal parts;
- Cuts metal and related items using an oxy-acetylene torch;

- Repairs and maintains snow plows and related equipment, including fabrication of some replacement parts;
- Examines vehicles and related equipment to determine service needs;
- Follows a preventative maintenance schedule to ensure vehicles and equipment have proper fluid levels;
- Changes engine oil and filters, air filters, fuel filters, transmission fluids and filters and related;
- Flushes gear boxes, transfers case fluids and differentials on various pieces of equipment;
- Monitors hydraulic systems and changes or adds fluids as required;
- Repairs two-way radios;
- Places and removes chains and salters on trucks for snow removal;
- Handles all petroleum, kerosene and other hazardous waste according to prescribed guidelines;
- Provides field service to equipment as needed;
- Operates equipment as necessary, including testing equipment after service as needed;
- Operates a power greaser, oil purifier, power lubber and related equipment;
- Maintains an inventory of parts and equipment;
- Maintains service records;
- Cleans vehicles and equipment as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Thorough knowledge of the operation and maintenance of gasoline and diesel engines;
- Thorough knowledge of the tools used in the upkeep of municipal vehicles;
- Skill in the service of engines and related equipment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in engine maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor engine servicing;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the City.

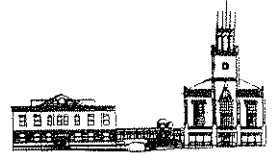
Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



10-3-06 T. A. V. 10/1

August 28, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reallocation, Equipment Service Technician II

Dear Alderman Gatsas and Members of the Committee:

On behalf of Frank Thomas, P.E., Public Works Director, I am requesting the reallocation of the Equipment Service Technician II, from a salary grade 13 to a salary grade 14.

The incumbent of the position requested that we look at the duties of the position to determine whether or not the position was properly graded. The first thing we noticed was that the position only needed four points to go to salary grade 14. In reviewing the minimum qualifications, the classification is not getting sufficient points to require experience and knowledge in welding. During the "desk audit", it was quite apparent that the nature of the work requires that an incumbent possess excellent welding skills in addition to being mechanically inclined. If you will look at the attached class specification under *Examples of Essential Work*, you will note that the first duty is to perform welding duties to heavy equipment including fabrication, repair and replacement of metal parts. The incumbent must know how to operate each piece of equipment, ie plows, loaders, graders, etc. etc. Once the equipment has been moved, then the incumbent must have solid skills and knowledge to fabricate and repair parts. This requires welding experience and knowledge.

In relative terms, regular truck drivers are not typically able to operate such diverse pieces of equipment, nor are they required to have the knowledge to repair the equipment. These positions are typically at salary grade 14. It seems apparent that to ensure that there is equity in pay, that the Equipment Service Technician II position be reallocated to a salary grade 14.

I am attaching a copy of the class specification for Equipment Service Technician II.

Alderman Ted Gatsas

- 2 -

August 28, 2006

Your favorable approval of this reallocation would be greatly appreciated. If you have any questions, I would be happy to answer them.

Respectfully submitted,

A handwritten signature in cursive script, reading "Virginia A. Lamberton".

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: Frank Thomas, P.E. Director



CITY OF MANCHESTER

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October 6, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Item 4 – HRIC Agenda Item #6, 10-03-06

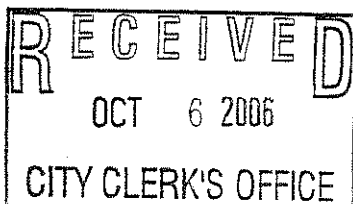
Dear Alderman Gatsas and Members of the Committee:

Item 6, Request to Reallocate the Equipment Service Technician II from salary grade 13 to salary grade 14, was tabled at your meeting on October 3, 2006. The reason it was tabled was because you wanted to know what the cost for the reallocation would be for the balance of this fiscal year.

The cost of this reallocation will be \$1,014.60 for the balance of FY 07.

Respectfully submitted,

Virginia A. Lamberton
Human Resource Director



To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request to reclassify an Electrician II position at the Water Works Department to a Process Control Technician be approved and for such purpose recommends Ordinance:

"Amending Section 33.024, 33.025 and 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester

be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote.)

Respectfully submitted,

L. N. Bernier

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen

held Dec 5, 2006 on a motion of Ald. O'Neil

seconded by Ald. Thibault the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L. N. Bernier

City Clerk

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Process Control Technician) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Process Control Technician, Class Code 3823

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Process Control Technician, Class Code 3823, Grade 19, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Process Control Technician, Class Code 3823, Grade 19, (see attach)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

DRAFT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Process Control Technician
Class Code Number	3823

General Statement of Duties

Specifies, programs, installs, maintains, and repairs process and automation equipment, supervisory control and data acquisition systems, fiber optic and radio transmission LAN and WAN systems, high voltage power switching and transmission systems, and programmable logic controllers; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain complex process and automation control systems used in water supply and treatment operations. The work is performed under limited supervision and direction of an assigned supervisor with considerable leeway granted for the exercise of independent judgment and initiative. Distinguishing features of this class include responsibility for specification of equipment, interfacing of systems, programming, troubleshooting and repair duties, and training of operators utilizing the process, communication, power systems with periodic exposure to voltages of 4160 VAC and greater.

The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public.

The principal duties of this class are performed both indoor industrial and office environments as well as outdoor work environment.

**Examples of Essential Work
(illustrative only)**

- Installs, programs, and maintains a wide variety of process control software programs, including but not limited to Allen-Bradley RSLogix 500, Allen-Bradley RSLinx, and Fanuc Intellution I-Fix MMI software to control systems throughout the water treatment plant and water supply system;
- Installs, maintains, troubleshoots, and repairs hardware for a fully integrated SCADA (Supervisory Control And Data Acquisition), including all sensors, probes, and programmable logic controller based systems throughout the water treatment plant and water supply system;
- Analyzes and evaluates water quality monitoring systems using engineering and hydraulic principles to ensure data accuracy;
- Programs, operates, and routinely evaluates power quality and usage data utilizing a Siemens VISTA Power Monitoring System and LAN to ensure equipment performance and cost control;
- Supervises and performs scheduled field calibration routines using precision test equipment;
- Supervises and performs preventive maintenance of flow monitoring equipment;
- Prepares maintenance reports and prioritizes repair work to be performed;
- Performs preventive maintenance programs for instrumentation and electrical equipment;
- Meets with architects, engineers and water supply staff to review process requirements and compliance issues;
- Participates in the design of process control systems and supervises contractors to ensure plant requirements are met;
- Inspects and verifies accuracy of installation and testing of new equipment to ensure proper and timely completion of process control system;
- Installs, troubleshoots, repairs, and maintains a Fiber-Optic Ethernet LAN computer network;
- Installs, troubleshoots, repairs, and maintains an FCC Licensed, UHF based radio telemetry WAN system to control remote water supply system pump stations and storage tanks;
- Programs microprocessor based UHF radios utilizing telemetry software;
- Tests radio transmitter power output, antenna performance and radio receiver sensitivity;
- Maintains thorough and accurate records of installation and repair procedures, including a record of all radios for Federal Communications Commission, (FCC), records;
- Reads and interprets electrical and control schematics, block diagrams and line drawings;
- Maintains technical manuals, drawings, sketches, schematic diagrams and various records pertaining to safety issues, work activity and general operation of plant and pump stations;
- Installs, troubleshoots, repairs, and maintains a wide variety of industrial electrical equipment, including High Voltage (4260-volt) switchgear and 480-volt Motor Control Center gear;
- Installs, troubleshoots, repairs, and maintains Variable Frequency A/C Drive motor controllers;
- Reviews and approves electrical plans for new construction and/or upgrades of existing facilities;

- Provides training to Water Treatment Plant personnel that operate the various process control, SCADA, high voltage electrical equipment, and other systems, including standby power generating equipment;
- Performs supervisory duties of all Electrician position(s);
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of departmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge of operating principles of process control equipment;
- Thorough knowledge of electronic calibration principles and standards;
- Thorough knowledge of the concepts and principles of programmable logic controllers;
- Thorough knowledge of the concepts and principles of variable frequency drives;
- Thorough knowledge of principles of AC and DC electricity, diagnostic and analytical tests needed to diagnose and troubleshoot electronic and electrical devices;
- Thorough knowledge of operating principles of high voltage power switching systems;
- Thorough knowledge of safety procedures and precautions relating to installation, maintenance and repair of instrumentation, electronic and electrical equipment;
- Thorough knowledge of the NFPA National Electrical Code;
- Ability to use critical thinking skills to analyze, troubleshoot, and repair complex integrated process control systems;
- Ability to read and interpret schematic drawings, diagrams, blueprints and other technical drawings of electronic and electrical equipment;
- Ability to use various hand and power tools;
- Ability to operate complex electronic and electrical testing equipment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard and customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Process and Automation Control Systems or
- Five years experience involving Industrial Process Control Systems and
- Five years experience involving Industrial Electrical Power systems or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license;
- New Hampshire Master's Electrician License.
- Water Treatment Plant Grade II Operators License Preferred

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely with electronic and electrical equipment;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to operate hand and power tools and electronic testing apparatus and execute confined space entry.

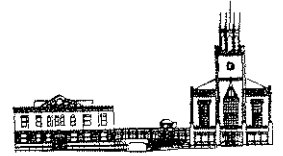
Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
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November 6, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

On behalf of Tom Bowen, P.E., Director of Waterworks, I am requesting the establishment of a new class specification and the reclassification of an Electrician II position. The proposed class specification is to be called Process Control Technician, salary grade 19. The current classification of the affected position is Electrician II, salary grade 17. If approved on December 19, 2006, the cost of the reclassification for the balance of FY 07 would be \$1,174.77.

On October 4, 2006, Tom Bowen submitted his formal request to have the Electrician II position reviewed for the purpose of reclassification to a new title of Process Control Technician. A review of the materials that was submitted as well as a desk audit makes me conclude that the Electrician II position needs to be reclassified.

Since the completion of the waste water treatment plant, there have been significant changes in the duties that are required of an Electrician at the plant. Basically, a lot of new equipment was added to the plant, the incumbent has assumed a higher level of responsibility for programming and maintaining the new equipment. When the position was established as an Electrician II by Yarger Decker, the Department had one major controller and some communication equipment going to outstations. Since that time, over four million dollars in equipment has been added to the plant and the majority of the equipment is complex control equipment. The Department had approximately 20 variable and frequency drives. Now the Department has over 60 different units. There are five or six different brands of units. Because of the number of different brands, each one programs differently.

Due to the magnitude of the work involved in the initial system upgrade, vendors were originally hired to develop the new systems. The incumbent worked with the vendors to develop the water quality overview screens and assisted in the page development in the SCADA system. As a result of the incumbent's background, work with the vendors as well as additional training, the incumbent now has the knowledge and ability to do the work that the vendors had been doing. With time, the incumbent will be required to add new pages in the SCADA system and will be responsible for radio connections, PLS's, graphical interface with SCADA, etc. etc.

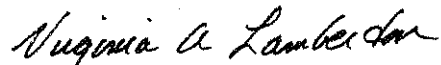
November 6, 2006

We compared the duties of this Electrician II position with the duties that are assigned to other Electrician II positions and clearly, this position has a higher level of responsibility and is more complex. Therefore, I am recommending that you authorize the establishment of a new class specification and the reclassification of the Electrician II position.

I am attaching a copy of the proposed class specification for your review and information.

Your favorable approval of both a new class specification and the reclassification of the Electrician II position would be greatly appreciated.

Respectfully submitted,

A handwritten signature in cursive script, reading "Virginia A. Lamberton".

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: Tom Bowen, P.E., Director

To the Board of Mayor and Aldermen of the City of Manchester:

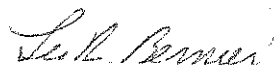
The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending Sections 33.024, 33.025 and 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”

ought to pass and that the Public Works Director be instructed not to fill such position unless approval is received by the Human Resources Committee or the full Board of Mayor and Aldermen.

(Alderman Duval, Lopez and Pinard voted yea; Aldermen Gatsas and Garrity voted nay.)

Respectfully submitted,



Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that a request to establish a new class specification for a Solid Waste Compliance Officer be approved and for such purpose recommending Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Solid Waste Compliance Officer) of the Code of Ordinances of the City of Manchester.”

be referred to the Committee on Bills on Second Reading for technical review.

(Aldermen Gatsas, Shea, Pinard and Duval in favor. Alderman Garrity opposed.)

Respectfully submitted,

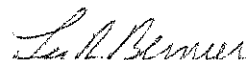
At a meeting of the Board of Mayor and Aldermen

held Dec 5, 2006 on a motion of Ald. O'Neil

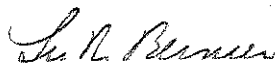
Advised by Ald. Thibault the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~



Clerk of Committee



City Clerk

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Sections 33.024, 33.025 & 33.026 (Solid Waste Compliance Officer) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Solid Waste Compliance Officer

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Solid Waste Compliance Officer-, Grade 15, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5611, Solid Waste Compliance Officer. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

DRAFT



City of Manchester, New Hampshire Draft Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Solid Waste Compliance Officer
Class Code Number	5611-15

General Statement of Duties

Performs inspections and enforcement work relating to compliance with City Health and Sanitation Ordinances and City Health and City Highway Solid Waste Regulations; performs directly related work as required

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure adherence to existing City Ordinances relating to Health and Sanitation and to City Regulations. The work is performed under the supervision and direction of the Chief of Street Operations, Assistant Chief of Street Operations as well as the Refuse superintendent but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other City employees, representatives of the Manchester Health Department and Building Department, and the public. The principal duties of this class are performed in both an indoor and outdoor work environments requiring access to all areas of the city

Examples of Essential Work (illustrative only)

- Inspects, investigates and enforces City Health and Sanitation Ordinances and Regulations;

- Inspects, investigates and enforces City Highway Department Solid Waste Regulations;
- Interprets and applies applicable ordinances and regulations;
- Coordinates enforcement actions between the Health Department, Housing Code, Building Department and others;
- Patrols city streets and alley ways and monitors activity to identify violations of applicable ordinances and regulations and takes appropriate actions to deal with the situation, including, issuing written warnings, issuing citations or rectifying the situation through a dialogue with all parties involved as warranted;
- Receives complaints, researches ownership of property and records and performs inspections and conducts reexaminations to ensure any situation has been rectified
- Prepares documentation to assist the City's legal Department in the prosecution of violators
- Observes violations, takes pictures, issues notices, counsels code violators, prepares case files, pursues legal remedies, and oversees remedial actions for non-compliant properties;
- Maintains thorough and accurate records of inspections activities;
- Testifies on behalf of the City on legal proceedings
- Responds to request for information from the public and neighborhood organizations on codes issues;
- Reports possible violations outside of area of authority to the proper City Department or outside agency;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Participates at public meetings on solid waste compliance issues;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Thorough knowledge of local and State codes, ordinances and regulations relating to health , sanitation and solid waste;
- Thorough knowledge of the codes relating to acceptable materials, policies and procedures;
- Ability to read and interpret local and State ordinances and regulations;
- Knowledge and ability to recognize and properly address hazardous materials and/or public health related materials in solid waste;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or completion of GED; and
- Some experience in related Sanitation and Refuse operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

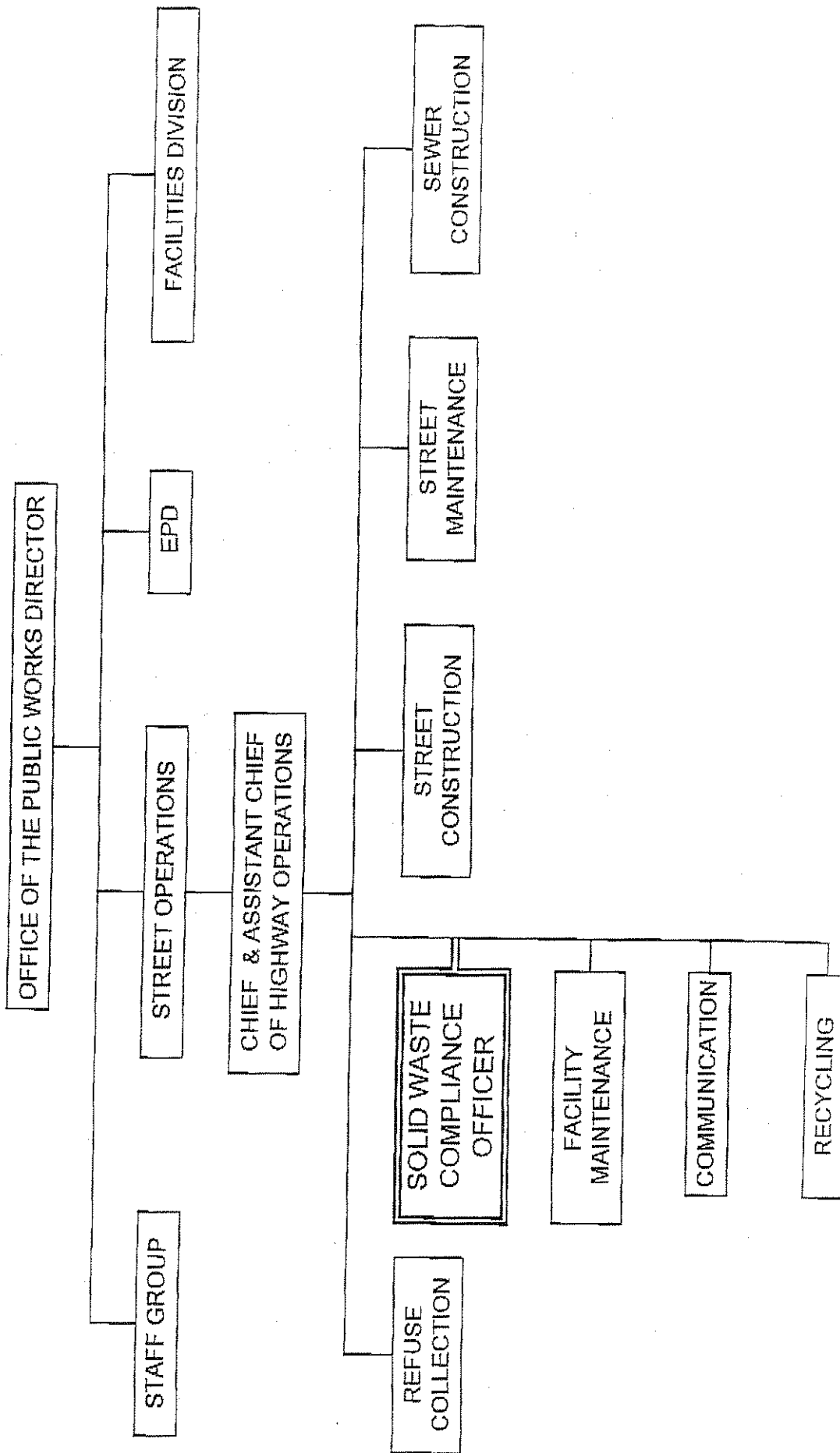
- Valid New Hampshire Driver's License.
- Level 2 Solid Waste Facility License

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect residences for code requirements;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate testing instruments as necessary;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about residences and other buildings as necessary to perform inspections.

Approved by: _____ Date: _____

DEPARTMENT OF PUBLIC WORKS ORGANIZATIONAL CHART

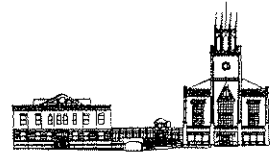




CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
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Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



November 3, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: New Class Specification,
Solid Waste Compliance Officer

Dear Alderman Gatsas and Members of the Committee:

On October 17, 2006, the Board of Mayor and Aldermen voted to refer a report of the Committee on Public Safety and Traffic to establish a new class specification and position to be called Solid Waste Compliance Officer.

As a matter of information, in September 2005, a proposed class specification was sent to the Human Resource and Insurance Committee. If my memory serves me right, the proposal was tabled by the Committee pending funding for the new position. I am attaching a copy of the proposed class specification for a Solid Waste Compliance Officer. The proposed salary grade is 15 which equates to a salary range of \$32,312 to \$46,069.

Also attached is a proposed organizational chart which includes this new position.

Your favorable approval to establish the proposed class specification and the new position would be greatly appreciated.

If you have any questions, I would be happy to answer them.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Frank Thomas, P.E.,

To the Board of Mayor and Aldermen of the City of Manchester:

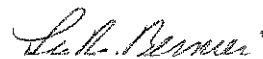
The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinances:

“Amending Section 33.079(H)(1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”

ought to pass.

(Aldermen Duval, Lopez, Gatsas and Pinard voted yea; Alderman Garrity voted nay.)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "L. H. Pomeroy".

Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance, respectfully recommends, after due and careful consideration, that the Board adopt the enclosed policy for a Flexible Benefit Vacation Buy Plan and further recommends that Ordinance:

“Amending Section 33.079 (H) (1) Flexible Benefit Vacation Plan of the Code of Ordinances of the City of Manchester.”

be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote.)

Respectfully submitted,

L. R. Bernier

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen

on Dec 5, 2006 on a motion of Ald. O'Neil

presented by Ald. Thibault the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L. R. Bernier

City Clerk

City of Manchester New Hampshire

In the year Two Thousand and six

AN ORDINANCE

“Amending Section 33.079 (H) (1) Flexible Benefit Vacation Plan) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

33.079(H) (1) FLEXIBLE BENEFIT VACATION PLAN

(H) (1) Flexible Benefit Vacation Plan Elections: Employees may be authorized in writing by their department head, to purchase additional vacation credits over their normal accrued credits. The additional vacation credits may only be used with the approval of the department head and only after the exhaustion of normal vacation credits. The Human Resources Department shall establish policies and procedures which shall govern the way an employee can use the vacation credits, what happens if the employee does not use the credits and the way an employee will place the appropriate funds into a special account. The purchase of these additional vacation credits shall not alter the maximum accrual limits as set forth in Ordinance Section 33.079(H).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

POLICY FOR FLEXIBLE BENEFIT

VACATION BUY PLAN

Effective the pay period commencing January 1, of each year, regular full time employees may elect to purchase one or two additional weeks of vacation credits over and above their regular entitlement with pre-tax dollars. An eligible employee shall complete an enrollment form and submit it to his department head for approval and signature. Vacation credits may be purchased in one or two week increments.

The enrollment form shall include the following information:

1. The amount of vacation credits the employee
Is purchasing.
2. The amount of money the purchase is costing the employee.
3. The signature of the employee's department head.
4. The signature of the employee that he/she understands that
he/she must have exhausted all of his/her accrued vacation
time prior to using the purchased vacation credits.
5. The signature of the employee that he/she understands that
he/she can not change his/her election during the plan year
unless there is a qualifying change in family or employment
Status.
6. The signature of the employee that he/she understand that any
funds not claimed for the plan year must be forfeited and can
not be refunded or carried forward to the next year.
7. The signature of the employee that he/she understands that
his/her social security benefits may be reduced by this election
due to the pre-tax treatment of these expenses.

Upon receipt of the enrollment form, Human Resources shall establish a payroll deduction for the employee for the enrollment year. The payroll deduction shall be on a pre-tax basis. Funds that are deducted from the employee's pay shall be placed in a secured account for future use during the calendar year.

Employees shall be able to use the full amount of the purchased vacation credits subject to department head approval and provided the employee has exhausted his/her accrued vacation time.

ENROLLMENT FORM

FLEXIBLE BENEFIT VACATION CREDIT PURCHASE

Name: _____ Date of Hire: _____

Work Phone #: _____ Home Phone #: _____

Department: _____

I want to purchase:

_____ One (1) Week Vacation Credits _____ Two (2) Weeks Vacation Credits

I authorize \$_____ to be deducted from my weekly paycheck. _____ initial

I understand and agree that I can not use my purchased vacation credits until such time as my regularly accrued vacation time is exhausted. _____ initial

I understand that any funds that are in my vacation credit account that I do not get to use by the end of the calendar year will be forfeited. _____ initial

I understand that my social security benefits may be reduced by electing to purchase vacation credits. _____ initial

I understand that if I terminate my employment and have received vacation credit pay but have not paid for it, the amount overpaid shall be deducted from my final pay check. _____ initial

Employee Signature Date

Dept Head Signature Date

Payroll Coordinator Date

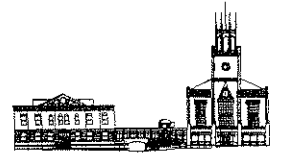
Human Resources Date



CITY OF MANCHESTER

Human Resources Department

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October 23, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Amendment to Flexible Spending Program
Proposed Amendment to Ordinance 33.079 (H)

Dear Alderman Gatsas and Members of the Committee:

Several years ago, the City began to offer the Flexible Spending Program. This program is a win win program for the employees as well as the City. The current program provides for employees to have pre-tax dollars taken from their paychecks to pay for non-reimbursable medical expenses as well as day care expenses for their dependents.

A fairly new provision for this program is to allow employees to purchase vacation credits. The purchasing of vacation credits is at the total expense of the employee. An employee would be required to ask his/her department head to agree to allowing said employee to purchase additional vacation credits up to two additional weeks per calendar year. The employee would not be able to utilize the vacation credits until such time as the regular vacation credits had been exhausted and the department agrees to utilizing the credits. If the employee does not use the purchased vacation credits, he/she loses the accrued monies that have been put in an account for the employee.

Many public and private employers are offering this benefit. Locally, Public Service Company of New Hampshire has offered this program for several years and it has been a great success. The risk is limited to the employee, not the employer. As is the case with the non-reimbursable medical expenses and the day care expenses, if the employee does not utilize the monies that are set aside, he/she loses those funds.

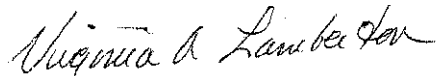
In order to ensure that this program does not impact on the vacation Ordinance, we will need to add a new section to Ordinance 33.079 (H). The proposed Ordinance clearly states the purchasing of the additional vacation credits will not alter the maximum accrual limits that are set forth in the Ordinance.

I am also attaching the proposed policy for purchasing vacation credits as well as a proposed enrollment form for your review and information.

Over the past few years, when we have recruited for new administrators, the amount of vacation time that is provided has been a problem in getting highly experienced individuals to apply for positions. The provision would help to allay that problem as we recruit for several important positions.

I would ask that you approve this change in the Flexible Spending Program. If you have any additional questions, I would be happy to answer them.

Respectfully submitted,

A handwritten signature in cursive script, reading "Virginia A. Lamberton".

Virginia A. Lamberton
Human Resources Director

Attachments

To the Board of Mayor and Aldermen of the City of Manchester:

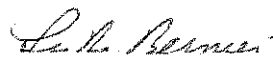
The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the city of Manchester substituting language in Section B Step Increases.”

ought to pass as amended.

(Unanimous vote.)

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "L. A. Bernier".

Clerk of Committee

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved ordinance amendment:

“Amending Section 33.048 Advancements Within Pay Range of the Code of Ordinances of the City of Manchester substituting language in Section B Step Increases.”

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote.)

At a meeting of the Board of Mayor and Aldermen

Respectfully submitted,

held Dec 5, 2006 on a motion of Ald. O'Neil

L. R. Bernier

presented by Ald. Thibault the report

Clerk of Committee

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

L. R. Bernier

City Clerk

City of Manchester New Hampshire

In the year Two Thousand and six

AN ORDINANCE

"Amending Section 33.048 (B), Advancements within Pay Range, of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend Section 33.48 (B), Advancements Within Pay Range, of the Code of Ordinances of the City of Manchester by deleting language stricken (---) and inserting new language as bolded (**bold**). Language of Section 33.048 (B) not struck through or bolded remains unchanged

§33.048 (B) ADVANCEMENTS WITHIN PAY RANGE

(B) Promotion. ~~Employees may be advanced to a higher rate within the range as recommended by the department head and approved by the Human Resources Director or Human Resources and Insurance Committee, based upon their manner of job performance and length of service, except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop standardized forms and processes for use by department heads in assessing and rating employee job performance on an objective and equitable basis. Eligibility dates for such advancements shall be the anniversary date of the employee's date of hire in the assigned class.~~

(B) Step Increases: Full time employees may be advanced to the higher rates within the range as recommended by the department head and approved by the Human Resources Director or the Human Resources and Insurance Committee, based upon their job performance and length of service except as otherwise provided for in collective bargaining agreements. Such advancement may be made yearly until the employee has reached the maximum base rate of the class grade for the position. The Human Resources Director shall develop a standardized form and process for use by the department heads in evaluating employees' work performance. Such evaluation of work performance shall be made on an objective and equitable basis. If the department head fails to complete the performance evaluation in a timely manner, the employee's step increase shall be processed on the eligibility date of the step increase.

- II. This Ordinance shall take effect upon its passage.